

ACADEMIC SCHEDULING

Adding & Dropping a Course

A student may add or drop a course during the first seven calendar days of a semester.

Auditing a Course

Students interested in auditing a course (attending classes and receiving no grade or credits) must declare their intentions by completing an 'Audit of Course' card prior to the tenth calendar day of classes.

Course Load

A student's normal academic work load is defined as 12 or more credit hours. Any student who wants to carry more than 18 credit hours must have a 3.0 cumulative G.P.A. A student who wishes to schedule more than 18 credit hours who does not have a 3.0 cumulative G.P.A. must submit a 'Petition' to the Academic Dean for permission.

Repeating a Course

An "F" or "F*" grade in a required course must be cleared by repeating the course. Students who are repeating a course should complete a 'Repeating Course Declaration' form.

Withdrawing from a Course

Students can withdraw from a course after the drop period and before 4:00PM on the Friday of the tenth week of classes. The class instructor's signature is required on the form. For all freshmen and sophomores (less than 61 semester hours earned), both the instructor's signature and the Academic Advisor's signature are required on the form.

Withdrawing from an On-Line Course

Students can withdraw from a course after the drop period and before 4:00PM on the Friday of the tenth week of classes. You initiate the process by emailing the course instructor of your intent to be withdrawn from. If you have less than 61 semester hours earned, you must also "CC" your advisor on the email. The instructor will forward the email to the Registrar's Office (registrar@mansfield.edu). A 'W' will be recorded in the permanent record and will not be calculated in the quality point average (GPA). A student who withdraws from all courses is automatically withdrawn from the University.

Withdrawing from the University

Students who wish to withdraw from the university may do so by submitting a 'Withdrawal from the University' form. Please contact Ms. Jackie Johnson at jpjohnso@mansfield.edu or 570.662.4969.

Registration Current Undergraduate & Matriculated Students

(Students who are currently enrolled in a Mansfield University course).

1. Meet with your advisor and plan your academic schedule. Obtain a [Course Selection sheet](#).
2. You may register according to the schedule to the right. Your date to register is determined by the number of credits earned at the conclusion of fall 2016. Credits in progress (spring 2017) are not a factor in determining your appointment date.
3. You may register through WebAdvisor on or after your date to schedule.
4. To avoid being restricted from scheduling, it is necessary for all holds, i.e. Student Accounts, and miscellaneous fines, to be cleared. If a balance exists on your account, please stop at the Student Accounts Office at 224 South Hall before attempting to register.

After Course Numbers

L Laboratory
R Recitation

Classroom Building Codes

On Campus

ALNH Allen Hall
ALUM Alumni Hall
BC Butler Center
BELK Belknap Hall
DG Decker Gym
ELLT Elliott Hall
FRC R. Kelchner Fitness Center
GS Grant Science
MEM Memorial Hall
PM Pine Crest
RTN Retan Center
NH North Hall
SH South Hall

Off Campus

CCFL Corning Center Finger Lakes
DIXN Dixon Center, Harrisburg
MUOL * MU Campus & Online
NEB Northeast Bradford, Rome
PB Patterson Building, Sayre
SAOL * Sayre Campus & Online
TOW Towanda
WWW Online

* Refer to syllabus for details

Fall 2017

REGISTRATION SCHEDULE
(WebAdvisor registration available
daily from **8:00AM – Midnight**)
April 3 - 23

Earned Credits	Your day to register:
Athletes At-Risk Nursing/Radiology/Respiratory Honors Program Military Students with Disabilities	Mon, Apr 3
First semester freshmen with ID numbers 0375710 – 0493950 with less than 12 earned credits	Mon, Apr 10
Seeking Assoc Degree	Tues, Apr 11
Seeking 2 nd Bachelor's Degree	
Seeking UG Certification only	
Graduate Students	Wed, Apr 12
110+	Thu, Apr 13
93+	Thu, Apr 13
83+	Fri, Apr 14
77+	Sat, Apr 15
70+	Sat, Apr 15
61+	Sun, Apr 16
51+	Mon, Apr 17
46+	Tues, Apr 18
39+	Wed, Apr 19
26+	Thu, Apr 20
16+	Fri, Apr 21
14+	Fri, Apr 21
12+	Sat, Apr 22
0+	Sun, Apr 23

Once online registration has ended, please bring your signed course selection sheet to the Registrar's Office at 224 South Hall.